

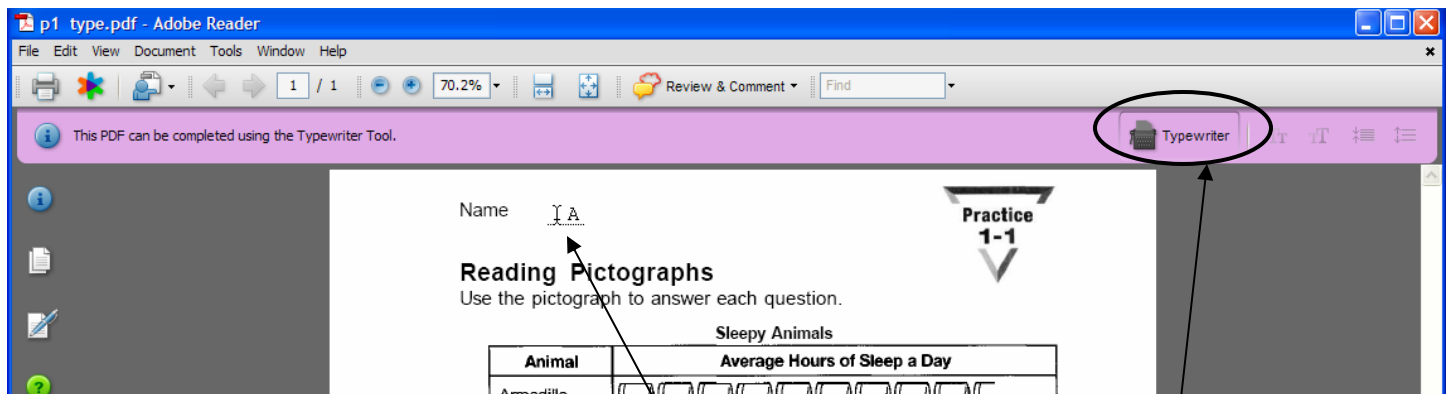
# Using the Typewriter Tool

Acrobat Professional introduced a new tool in Version 8. The Typewriter tool allows a user to enter text anywhere within a PDF document. This feature is can be useful for those students with fine motor impairments that preclude the use of handwriting, to fill in work sheets. The Typewriter tool **must** be enabled in Acrobat Professional, if the user only has access to the free Adobe Reader 8, this must be done for each document, and the tool may be enabled for a multi-page document.

## Enabling the Typewriter tool

1. Open the document in Acrobat Professional 8.
2. From the **Tools** menu select **Typewriter**.
3. From the **Typewriter** drop down, select **Enable Typewriter Tool in Adobe Reader**.
4. You will be required to save the document, this is the document you want to share with those who need it. You may want to name the document and include a designator that it is enabled.

## Opening the Document in Adobe Reader



1. Select the Typewriter tool.
2. Click where desired on the document and begin typing.
3. Saving and or printing the document will include changes made with this tool.
4. Documents with this tool option selected will show the alert bar at the top of the document screen.